
UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

No. 075

Job Vacancy

July 2, 2004

OPEN TO: All Interested Candidates

POSITION: **ADMINISTRATIVE ASSISTANT (A56127)**

CLOSING DATE: **Monday, July 19, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-7
EFM/NOR - FP Scale = FP-7

NOTE: This is a temporary position not to exceed 120 days and may be extended without further competition.

If you are an AEFM (Appointment Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612 <http://bogota.usembassy.gov>) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Recursos Humanos” - "Vacantes".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
 Attention: Recruitment Unit
 Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the Administrative Assistant position in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

The incumbent of this position is the Administrative Assistant for the Regional Security Office. Represents the RSO and maintains liaison with Airport Officers, Hotel Managers and GOC Officials. Manages RSO Travel Funds Budget,

Antiterrorism Assistance Program (ATA Program), Embassy Identification Issuance System, Embassy Hotel Program; and Permanent Airport Pass Program. Coordinates other administrative issues related to procurement and maintenance of Office Equipments and Supply. Translates official correspondence and prepares official documents connected to the assigned programs. Provides administrative support to RSO and FSNs Staff.

MAJOR DUTIES AND RESPONSIBILITIES

- Manages travel funds of the Regional Security Office. Keeps an accurate database of the fiscal year travel budget and a current balance, to insure the RSO the availability of funds. Provides Administrative support to RSO and FSN Staff. Coordinates with GSO and FMO offices the procurement of Goods and Services, complying with all procedures and USG regulations. Reviews and compares goods and services received with initial Order request. Manages office mobile phones by maintaining an accurate stock and data control; reviews bills for RSO approval and makes phone plans adjustments according to RSO needs. Serves as the time keeper for all RSO Staff. Keeps Time and Attendance and submits reports every pay period, reviewing and making corrections when necessary.

Manages, in coordination with an ARSO, the Issuance of Embassy IDs for all Embassy personnel to include USG personnel, TDYers, Contractors and Locally Engaged Staff. Maintains the ID Roster Data Base to guarantee updated information on access authorization to Embassy compound.

- Manages Antiterrorism Assistance Program (ATA). Prepares, in coordination with an ARSO, the offer letters for Government of Colombia officials, DAS, Police, Army, Attorney General and other local Agencies Heads to attend USG training courses. Coordinates with the designated GOC Head of Section all details related to the course to ensure that nominated candidates comply with USG Regulations and ATA requirements. Collects and reviews requested documents, processes the information verifying that all selected candidates are approved by USG to travel to the U.S. Meets with Colombian selected Officers to brief them with specific travel information, discuss particular issues on the Training Course, and to deliver package containing ticket, diplomatic visa and authorized expenses fee. Maintains database of trained officials to keep records of Colombian officers attending ATA courses.

Manages the Embassy Hotel program. Meets with Hotel Service Managers to negotiate Embassy rates following authorized per diem and

USG Procedures. Maintains data on hotel contacts to assist Embassy Personnel in special visits of Ambassador, **CODELS** and other events. Manages a Hotel Booking Database to keep logistics of USG personnel accommodation controlling not to exceed the authorized limit, based on the number of rooms in each hotel, and in compliance with RSO Regulations. Recommends approved and suitable hotels to Embassy Personnel traveling along the country.

- Manages the Airport Pass Program. Serves as the principal point of contact and liaison with the Airport Security Division Chiefs, Aeronáutica Civil Manager and other Section Managers. Coordinates the Airport Pass System to facilitate authorized Embassy Personnel the access to restricted areas of the Airport, to the Military Airport and other in-country Airports when necessary.
- Coordinates with the Human Resources Office all necessary procedures to guarantee RSO USG Contractors the Accreditation and Visa Issuance by the Ministry of Foreign Affairs. Maintains data base on RSO Contractors; assists them with all related issues to obtain the Colombian visas and for other countries as required. Provides accurate information on contractors and TDY personnel in country to Plan Colombia coordinating officers related to cap count.
- Translates official correspondence and prepares official documents connected to the assigned programs

MINIMUM QUALIFICATIONS

NOTE: Candidates who do not meet these minimum qualifications will not be considered.

- a. Education:** Secondary school required. Two years of College Education or secretarial school is required.
- b. Prior Work Experience:** Three years of experience in Administrative job.
- c. Post Entry Training:** On the job.
- d. Language Proficiency:** English Level III required. Spanish Level IV is required.
- e. Knowledge:** Knowledge and experience in Administrative management.

- f. **Skills and Abilities:** Be people oriented. Ability to function independently. Experience as translator/interpreter. Good drafting skills. Excellent decision-making skills.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.
2. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
3. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE OR
EMBASSY RECEPTIONIST BY: 07/19/04**

DISTRIBUTION: "BB"
ADMIN. ASSISTANT – RSO.doc